

INSTRUCTION SHEET

DETECTION OF DECEPTION

**Trainee
Examination
Endorsement of License
Restoration
Trainer
Specialized Instructor**

*In order for your application to be processed,
ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED
with the application and required fee unless otherwise directed in the instructions.*

BEFORE COMPLETING THE APPLICATION PACKAGE, read each of the 5 steps below in the order that they are listed, then follow the instructions as they apply to you. This will aid you in accurately completing your application and eliminate any delay in processing. THE APPLICATION WHICH YOU SUBMIT IS VALID FOR THREE YEARS FROM DATE OF RECEIPT. All Illinois Detection of Deception licenses will expire on May 31 of every odd-numbered year.

- Step 1. Use the **REFERENCE SHEET (CHART I)** to select the appropriate Profession Name, 3 digit Profession Code, Licensure Method and Fee, and record that information in **PART I** (page one) of the **Application for Licensure and/or Examination**.
- Step 2. Proceed with **PART II** (page one) and complete all applicable information requested on all 4 pages of the **Application for Licensure and/or Examination**. Your social security number is mandatory on the four-page application and on all supporting documents in this packet.
- Step 3. The remainder of this form contains specific instructions for each Licensure Method. Locate the instructions for the Licensure Method you recorded on **PART I** (page one) of the **Application for Licensure and/or Examination** and follow those instructions only.

NOTE: All documents in a foreign language that are required to be submitted with an application or for any other purpose in connection with licensure must be accompanied by an original, notarized translation that has been performed by a person, other than the applicant, who is fluent in both English and the language of the document(s). The translator shall certify to the above requirements as well as to the accuracy of the translation.

- Step 4. Applicants who received their training outside of Illinois must submit the following:

NOTE:

- a) Supporting Document **CT** for purposes of evaluation of out-of-state trainer, **AND**
- b) Course materials to document substantial equivalency for out-of-state training (course description and syllabus).

- Step 5. If needed, a telephone number for assistance in completing the Application Package is provided on the **REFERENCE SHEET**.

Additional application forms can be downloaded from the IDFPR Web site at www.idfpr.illinois.gov

NON-EXAMINATION TRAINEE

*In order for your application to be processed,
ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED
with the application and required fee unless otherwise directed in the instructions.*

NOTE: You can not begin training until you receive the Trainee certificate. No person who is or has been issued a detection of deception examiners license shall be issued a Trainee certificate.

1. Submit official transcript for Baccalaureate Degree, with school seal affixed. If school does not have a seal, transcript must be notarized.
2. If you have ever been issued a license, Supporting Document **CT** must be completed by the U. S. jurisdiction of original licensure (if other than Illinois) and the U. S. jurisdiction where you have most recently been practicing. You are authorized to photocopy this form if necessary. You must direct the licensing agency/board to return completed document **CT** directly to you.
3. Application fee payment is indicated on the **REFERENCE SHEET (CHART I)**. Application fee payment must be in the form of a **check or money order** made payable to the Illinois Department of Financial and Professional Regulation.
4. Forward four-page application and supporting documentation and fee payment to the Illinois Department of Financial and Professional Regulation, ATTN: Division of Professional Regulation, P.O. Box 7007, Springfield, Illinois 62791.

The certificate of registration for detection of deception trainee shall expire one year from date of issuance and shall only be renewed one time past the initial issuance of the certificate.

EXAMINATION DETECTION OF DECEPTION EXAMINER

*In order for your application to be processed,
ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED
with the application and required fee unless otherwise directed in the instructions.*

1. Supporting Document **ED-DOD** must be completed by an official of the accredited college/university and must have school seal affixed. If school does not have a seal, Supporting Document **ED-DOD** must be notarized.
NOTE: If you obtained your six (6) months of training from individually approved instructors not affiliated with a training program, you must photocopy Supporting Document **ED-DOD** and have EACH instructor certify to the training they provided.
2. Supporting Document **CS-DOD** must be completed if you are a nonresident of Illinois applicant.
3. If you have ever been previously licensed, Supporting Document **CT** must be completed by the U. S. jurisdiction of original licensure (if other than Illinois) and the U. S. jurisdiction where you have most recently been practicing. You are authorized to photocopy this form if necessary. You must direct the licensing agency/board to return completed document **CT** directly to you.
4. Please submit a copy of your Detection of Deception Trainee Certificate as originally issued by the Department of Financial and Professional Regulation.
5. Fee payment is indicated on the **REFERENCE SHEET**. Fee payment must be in the form of a certified check or money order made payable to Continental Testing Services, Inc.
6. Forward four-page application, supporting documentation, and fee payment to: Continental Testing Services, Inc., P.O. Box 100, LaGrange, Illinois 60525-0100; **or**

Apply Directly On-Line. Register for the examination by referring to the Continental Testing Web site (www.continentaltesting.net) for information on how to apply for the examination on-line and pay the test fee by credit card.

ENDORSEMENT OF LICENSE DETECTION OF DECEPTION EXAMINER

*In order for your application to be processed,
ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED
with the application and required fee unless otherwise directed in the instructions.*

1. Supporting Document **ED-DOD** must be completed by an official of the accredited college/university and it must have school seal affixed. If school does not have a seal, Supporting Document **ED-DOD** must be notarized.

NOTE: If you obtained your six (6) months of training from individually approved instructors not affiliated with a training program, you must photocopy Supporting Document **ED-DOD** and have EACH instructor certify to the training they provided. Include a completed course outline of the training program you completed, including a breakdown of credit hours.
2. Supporting Document **CS-DOD** must be completed if you are a nonresident of Illinois applicant.
3. Supporting Document **CT** must be completed by the U. S. jurisdiction of original licensure (if other than Illinois) and the U. S. jurisdiction where you have most recently been practicing. You are authorized to photocopy this form if necessary. You must direct the licensing agency/board to return completed document **CT directly** to you.
4. Submit a copy of the licensing act and rules for registration in the jurisdiction of original licensure at the time you were licensed.
5. Fee payment is indicated on the **REFERENCE SHEET (CHART I)** and must be in the form of a check or money order made payable to: Illinois Department of Financial and Professional Regulation.
6. Forward four-page application, supporting documentation, and fee payment to the Illinois Department of Financial and Professional Regulation, ATTN: Division of Professional Regulation, P.O. Box 7007, Springfield, Illinois 62791.

RESTORATION DETECTION OF DECEPTION EXAMINER

*In order for your application to be processed,
ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED
with the application and required fee unless otherwise directed in the instructions.*

IMPORTANT NOTICE: These Restoration Instructions apply only to those detection of deception examiners whose licenses have been on inactive status, or in non-renewed status, for five or more years.

If your license has been inactive, or in non-renewed status, for less than five years, you should contact the Department of Financial and Professional Regulation at 1-800-560-6420 for detailed instructions on how to restore it to active status.

1. Supporting Document **CT** must be completed by the U. S. jurisdiction where you are currently licensed. You are authorized to photocopy this form if necessary. You must direct the licensing agency/board to return completed document **CT directly** to you.
2. Supporting Document **VE** must be completed to document current active practice. If you are self-employed, you may complete the document on your own behalf. If this form was not included in the application packet, you must obtain one by contacting the Department of Financial and Professional Regulation at 1-800-560-6420.
3. Supporting Document **RS** must be completed. If this form was not included in the application packet, you must obtain one by contacting the Department of Financial and Professional Regulation at 1-800-560-6420.
4. Submit copy of DD214 if restoring after active military service.
5. Fee payment is indicated in the Official Use Only Box on Supporting Document **RS**. Fee payment must be in the form of a check or money order made payable to: Illinois Department of Financial and Professional Regulation.
6. Forward four-page application, supporting documentation, and fee payment to the Illinois Department of Financial and Professional Regulation, ATTN: Division of Professional Regulation, P. O. Box 7007, Springfield, Illinois 62791.

NON-EXAMINATION DETECTION OF DECEPTION TRAINER

*In order for your application to be processed,
ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED
with the application and required fee unless otherwise directed in the instructions.*

NOTE: The Detection of Deception Examiners Act Coordinator may require an applicant to appear for an interview to answer questions relating to his/her qualifications or the course outline submitted. You must have an active Detection of Deception Examiner license in Illinois or proof of this license in another state with substantially equivalent qualifications. The license must be in good standing with a minimum of 3 years of experience as a licensed Detection of Deception Examiner where you currently administer examinations on a regular basis.

1. Submit official transcript for Baccalaureate Degree, with school seal affixed. If school does not have a seal, transcript must be notarized.
2. Supporting Document **CT** must be completed by the U. S. jurisdiction of original licensure (if other than Illinois) and the U. S. jurisdiction where you have most recently been practicing. You are authorized to photocopy this form if necessary. You must direct the licensing agency/board to return completed document **CT** directly to you.
3. Submit a copy of the licensing acts and rules for registration as an Examiner in the jurisdiction of original licensure at the time you were licensed. If the state of original licensure as an Examiner was Illinois, disregard this requirement.
4. Submit a general course outline of study to be taught, including the list of books to be used, the number of hours to be devoted to each subject, a brief description of content of the instruction in each subject, and a course syllabus outlining the expected progression of the course.
5. Forward four-page application and supporting documentation to: Illinois Department of Financial and Professional Regulation, ATTN: Division of Professional Regulation, P.O. Box 7007, Springfield, Illinois 62791.

NON-EXAMINATION DETECTION OF DECEPTION SPECIALIZED INSTRUCTOR PHYSIOLOGICAL ASPECTS, PSYCHOLOGICAL ASPECTS, LEGAL ASPECTS

*In order for your application to be processed,
ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED
with the application and required fee unless otherwise directed in the instructions.*

NOTE: The Detection of Deception Examiners Act Coordinator may require an applicant to appear for an interview to answer questions relating to his/her qualifications or the course outline submitted.

1. Submit official transcript, with school seal affixed, for Baccalaureate Degree. If school does not have a seal, transcript must be notarized.

NOTE: To be a specialized instructor for Legal Aspects, you must have a law degree.
2. Submit a general course outline of study to be taught, including the list of books to be used, the number of hours to be devoted to each subject, a brief description of content of the instruction in each subject, and a course syllabus outlining the expected progression of the course.
3. Forward four-page application and supporting documentation to: Illinois Department of Financial and Professional Regulation, ATTN: Division of Professional Regulation, P.O. Box 7007, Springfield, Illinois 62791.

LICENSURE METHODS AND DEFINITIONS

Following are definitions of the various methods used in issuing licenses for professionals in the State of Illinois. Some of these licensure methods may not be applicable to your profession. Refer to the enclosed instruction sheet to determine the specific licensure methods/requirements for your profession.

<u>Licensure Methods</u>	<u>Definition</u>
Examination	Applicant has applied or is required to take and pass all or a portion of an exam scheduled and/or given by the Department or a representative of the Department.
Endorsement of License	Original license issued in another state and that state's requirements were substantially equivalent to Illinois requirements at time license was issued.
Acceptance of Examination	Applicant has taken a National Exam, referred to by Illinois statute, in any state. Applicant may or may not be licensed in another state.
Restoration	Applicant has previously been licensed in State of Illinois and has allowed license to lapse long enough to require reapplication. Possible exam passage and/or committee review.
Grandfather/Waiver	Applicant will be licensed without regard to current requirements because statute allows this based on past qualification and practices (for a specified time only).
Non-examination	Applicant is licensed by meeting qualifications required by statute. There is no exam for these professions. These can be either businesses or individuals.

REFERENCE SHEET

ALL FEES ARE NONREFUNDABLE

Department reserves the right to change examination dates, filing deadlines and fees
if prevailing circumstances necessitate such action.

CHART I - PROFESSION NAME, PROFESSION CODE, LICENSURE METHOD & FEE

Profession Name	Profession Code	Licensure Method	Application Fee
Detection of Deception Trainee	063	Nonexamination	\$50.00
Detection of Deception Examiner	094	Examination	\$400.00
Detection of Deception Examiner	094	Endorsement of License	\$100.00
Detection of Deception Examiner	094	Restoration	See Supporting Document RS
Detection of Deception Trainer	No Code	Nonexamination	N/A
Detection of Deception Specialized Instructor	No Code	Nonexamination	N/A

CHART II - EXAMINATION / APPLICATION

Complete the examination/licensure application and submit it, along with the examination test fee, to Continental Testing Service (CTS) where it will be screened for eligibility.

- ◆ Access and complete the examination application:
 - 1) via the internet at www.continentaltesting.net and pay the examination fee with a credit card (VISA or MasterCard); **or**
 - 2) in paper form by downloading the application:
 - from the Division of Professional Regulation's web site www.idfpr.illinois.gov; **or**
 - from the CTS web site www.continentaltesting.net; **or**
 - call the Division at 1-800-560-6420 and request an application.

All paper applications must be accompanied by an examination fee in the form of a certified check or money order payable to Continental Testing Service.

***NOTE:** The Test Fee is for the cost of the examination only and is not transferrable from one exam date to another. After successful completion of examination, you will be notified of the licensure fee.

- ◆ Candidate Study Guides in electronic form are accessible on the IDFPR web site.

CHART III - EXAMINATION DATES

For information on **Examination Dates**, **Application Deadlines**, and **Test Center Codes** please visit CTS at www.continentaltesting.net.

APPLICATION FILING DEADLINES WILL BE STRICTLY ENFORCED.

SEE PAGE 2 FOR CHART IV - SCHOOL CODES

CHART IV - SCHOOL CODES

NOT APPLICABLE

**ENTER N/A IN PART VII c) OF
APPLICATION FOR LICENSURE AND/OR EXAMINATION**

******* REQUEST FOR ASSISTANCE *******

If assistance is needed, direct your request (based upon your licensure method)
to one of the following telephone numbers:

Licensure Methods **Except** Examination (**US ONLY**)

1-800-560-6420

TTY

1-866-325-4949

Please allow 6 weeks from mailing your application
before making an inquiry concerning its status.

Examination Licensure Method **Only**

1-708-354-9911

Detection of Deception Licensure Examination

This test includes a Written Examination and a Practical Chart-Reading Examination. An average score of 75 on the written test is required to pass. A score of 75 also is required to pass the Practical Chart-Reading Test.

I. The **Written Examination** consists of the following sections.

- A. **Psychology** Candidates must demonstrate basic knowledge of psychology and how abnormal behavior can affect polygraph records.
- B. **Law (Legal Aspects)** Candidates must demonstrate knowledge of the rules of evidence, coping with admissions and confessions during polygraph examinations, constitutional rights of examinees, and the Illinois Detection of Deception Examiners Act and Rules.
- C. **Physiology** Candidates must demonstrate knowledge of how the sympathetic and parasympathetic nervous systems affect emotional and physiological responses in polygraph records, how emotions are reflected in polygraph records, and how physiological reactions can affect factors such as blood volume, sweat gland activation, heart rate and respiration.
- D. **Interrogation** Candidates must demonstrate knowledge of proper interrogation techniques with suspects, victims and witnesses within the framework of law and ethics, including steps and methods of interrogation and in judging the truthfulness of subjects.
- E. **History and Instrumentation** Candidates must demonstrate knowledge of the evolution of polygraph techniques, the functions of polygraph instruments, calibration methods, troubleshooting and repair.
- F. **Chart Interpretation** Candidates must demonstrate knowledge of criteria for interpreting evidence of truthfulness and deception in polygraph records, mechanical or physiological phenomena that affect testing and interpretation of records, use of the numeric scoring methods, and the relevance of physiological patterns in responses.
- G. **Question Formulation** Candidates must demonstrate the ability to synthesize information about a case and prepare appropriate questions for control question tests, peak of tension tests, and relevant-irrelevant tests.

II. **Practical Chart-Reading** Candidates must demonstrate the ability to reach appropriate decisions about the content of polygraph charts prepared with the control question technique. Questions require candidates to interpret patterns, reach conclusions and judge other information contained in verified Illinois State Police polygraph records.

Illinois Department of Financial and Professional Regulation

Division of Professional Regulation

Application Checklist for Detection of Deception

*In order for your application to be processed,
ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED
with the application and required fee unless otherwise directed in the instructions.*

Before you mail your application, check the following items to make sure your application is complete!

FOUR-PAGE APPLICATION REVIEW	COMPLETED
Part I. Application Category Information	
Part II. Applicant Identifying Information	
Part III. Education Information	
Part IV. Record of Licensure Information	
Part V. Record of Examination	
Part VI. Personal History Information	
Part VII. Examination Coding Information (if applicable)	
Part VIII. Child Support and/or Student Loan Information	
Part IX. Certifying Statement--Signed and Dated	
SUPPORTING DOCUMENTS	SUBMITTED
Application Fee	
ED-DOD Form with school seal affixed/complete for verification of hours taken under the supervision of a trainer	
Transcripts for baccalaureate degree with school seal affixed	
CS-DOD Form (if a non-resident of Illinois)	
Acts & Rules (from the state of original licensure for year when licensed)	
Course Outline (for trainer and specialized instructor)	
CT Form (original state and state(s) where predominantly practice)	
VE Form (if applicable for restoring to document current active practice)	
RS Form (restoration method only)	
Copy of DD214 (if restoring from active military service)	
Proof of Name Change (if applicable)	

All supporting documents may not be required. Please refer to application instructions for your specific method of licensure.

APPLICATION FOR LICENSURE AND/OR EXAMINATION

IMPORTANT NOTICE: Completion of this form is necessary for consideration for licensure under 225 of the Illinois Compiled Statutes. Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed.

The following materials are required to make Application for Licensure and/or Examination in Illinois:

1. Four page APPLICATION FOR LICENSURE and/or EXAMINATION.
2. INSTRUCTION SHEET, which gives step by step application instructions for your profession.
3. REFERENCE SHEET, which gives detailed coding information for your profession.
4. SUPPORTING DOCUMENTS, forms, and/or any other documentation you may be required to submit with your application.
5. If the name shown on your supporting documents is different from that shown on your application, you must submit PROOF OF LEGAL NAME change - copy of marriage license, divorce decree, affidavit or court order.

Carefully follow all steps outlined on the INSTRUCTION SHEET. In addition, note the following:

- A. Type or print legibly with black ink only.
- B. **FEES ARE NOT REFUNDABLE.**
- C. Disclosure of your U.S. social security number, if you have one, is mandatory, in accordance with 5 Illinois Compiled Statutes 100/10-65 to obtain a license. The social security number may be provided to the Illinois Department of Public Aid to identify persons who are more than 30 days delinquent in complying with a child support order, or to the Illinois Department of Revenue to identify persons who have failed to file a tax return, pay tax, penalty or interest shown in a filed return, or to pay any final assessment or tax penalty or interest, as required by any tax Act administered by the Illinois Department of Revenue, or to other entities for verification of identification.

PART I: Application Category Information

A. Check the box indicating the appropriate information regarding your application. Military Military Spouse Not Military Decline to Answer

Military service member is defined as: "Service member means any person who, at the time of application under this Section, is an active duty member of the United States Armed Forces or any reserve component of the United States Armed Forces, the Coast Guard, or the National Guard of any state, commonwealth, or territory of the United States or the District of Columbia or whose active duty service concluded within the preceding 2 years before application." The following will be considered proof of you or your spouse's active military status: DD214, Letter of Service signed by Unit Commanding Officer, or Proof of Service document from the Servicemember's electronic personnel portal. Proof for Spouses: Military Permanent Change of Station Orders with the spouse identified by name; Official Notification of Change of Assignment with your marriage license, a certified DD1172 verifying marital status, or a letter signed by the commanding officer verifying change of assignment and the name of the military spouse.

B. SEE REFERENCE SHEET, CHART I, OR INSTRUCTIONS PRIOR TO COMPLETING ITEMS 1 THROUGH 4

1. PROFESSION NAME	2. PROFESSION CODE	3. LICENSURE METHOD	4. FEE \$
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C. CHECK BOX INDICATING THE APPROPRIATE INFORMATION REGARDING YOUR APPLICATION

- This is the first time I have made application for this profession in Illinois.
- I have previously made application for this profession in Illinois. However, my previous application expired and I am now reapplying.
- Other: _____
- My application for this profession had previously been denied in Illinois. I am reapplying since I have fulfilled additional requirements.
- I have previously made application for this profession in Illinois. However, I am now applying under new statutory language.

PART II: Applicant Identifying Information--You must notify the Department of Financial and Professional Regulation - Division of Professional Regulation and/or Continental Testing Service in writing, of any address changes after you file this application in order to receive any further information.

1. NAME LAST	FIRST	MIDDLE	2. TITLE (e.g., M.D., D.D.S., etc.)	3. UNITED STATES SOCIAL SECURITY NO. _____ - _____ - _____
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4. PERMANENT MAILING ADDRESS STREET	CITY	STATE/COUNTRY	ZIP CODE _____ - _____ - _____	COUNTY
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5. BUSINESS ADDRESS STREET	CITY	STATE/COUNTRY	ZIP CODE _____ - _____ - _____	COUNTY
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6. MAIDEN, GIVEN SURNAME, OR ANY NAME(S) UNDER WHICH SUPPORTING DOCUMENTS WILL BE SUBMITTED. (SEE INSTRUCTIONS #5 ABOVE)	7. MOTHER'S MAIDEN NAME _____
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8. PLACE OF BIRTH CITY	STATE/COUNTRY	9. DATE OF BIRTH _____/_____/_____ Month Day Year	10. AGE <input type="checkbox"/> Female
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11. TELEPHONE NUMBER WHERE YOU MAY BE REACHED Work: (____) ____ - ____ (Area Code)	Home: (____) ____ - ____ (Area Code)	12. REQUIRED E-MAIL ADDRESS _____
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Fax: (____) ____ - ____ (Area Code)	Fax: (____) ____ - ____ (Area Code)
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NAME (Last, First, MI):

SS#:

Profession:

PART III: Education Information

1. PRELIMINARY EDUCATION (Elementary and High School or G.E.D. Circle number of years completed)

1 2 3 4 5 6 7 8 9 10 11 12

Graduated

High School?

 Yes No

Received

OR G.E.D.?

 Yes No

2. NAME OF LAST PRELIMINARY SCHOOL ATTENDED

3. LAST PRELIMINARY SCHOOL LOCATION
(City and State)

4. DATE OF GRADUATION

____ Month / ____ Year

5. COLLEGE OR UNIVERSITY (Circle number of years completed)

1 2 3 4 5 6 7 8

Graduated?

 Yes No

6. COLLEGE OR UNIVERSITY NAME (Undergraduate and Graduate)	LOCATION (City and State or Country)	DATES OF ATTENDANCE		TYPE OF DEGREE EARNED
		FROM	TO	
		Month/Year	Month/Year	

7. SPECIALIZED TRAINING (Residency, Professional Training, Vocational Training, Practical or Clinical Training)

INSTITUTION NAME	LOCATION (City and State or Country)	DATES OF ATTENDANCE		Did You Complete Training?
		FROM	TO	
		Month/Year	Month/Year	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

NAME (Last, First, MI):

SS#:

Profession:

PART IV: Record of Licensure Information

If you have ever been licensed to practice the profession for which you are now making application, or held a related license, complete the information requested below. If you have ever held a temporary, trainee or apprenticeship license, or a permit, it must be listed here also. In addition, the INSTRUCTION SHEET enclosed with this Application package may instruct you to have Certification(s) of Licensure in other state(s) prepared and submitted in support of your application (contact other state(s) regarding possible fee). You must also list all other licenses held in Illinois, however, certification of licensure from Illinois is not required. Failure to disclose all licenses held may result in denial of your application or other appropriate action.

STATE	PROFESSION NAME	LICENSE NUMBER	DATE OF ISSUANCE	LICENSE STATUS (Active, Lapsed, etc.)
State of Original Licensure				
State of Current Licensure where you most recently have been practicing.				
Other States of Licensure				

(If additional space is needed, attach a separate sheet.)

PART V: Record of Examination

If you have ever taken a licensure examination in Illinois or any other state for the profession for which you are now making application, you must complete the information requested below. EACH EXAMINATION ATTEMPT MUST BE SHOWN. Failure to disclose an examination attempt may result in the denial of your application or other appropriate action.

NAME OF EXAMINATION	STATE	MONTH/YEAR	EXAM RESULTS
			(Passed, Failed, Absent)

(If additional space is needed, attach a separate sheet.)

NAME (Last, First, MI):

SS#:

Profession:

PART VI: Personal History Information (This part must be completed by all applicants)		YES	NO
1. Have you been convicted of or pled guilty or nolo contendere to any criminal offense in any state or in federal court? Please do not give details on minor traffic charges, but do include information relating to Driving While Intoxicated (DWI) charges. <i>If yes, attach a personal statement describing the circumstances of the conviction and certified copies of court records of your conviction including the nature of the offense, date of discharge, and a statement from the probation or parole office. In general, a criminal conviction by itself does not usually result in denial of licensure.</i>			
2. Have you been convicted of a felony? <i>In general, a felony conviction by itself does not usually result in denial of licensure.</i>			
3. If yes, have you been issued a Certificate of Relief from Disabilities by the Prisoner Review Board? <i>If yes, attach a copy of the certificate.</i>			
4. Do you now have any disease or condition that presently limits your ability to perform the essential functions of your profession, including any disease or condition generally regarded as chronic by the medical community, i.e., (1) mental or emotional disease or condition; (2) alcohol or other substance abuse; (3) physical disease or condition? <i>If yes, attach a detailed statement, including an explanation whether or not you are currently under treatment.</i>			
5. Have you been denied a professional license or permit, or privilege of taking an examination, or had a professional license or permit disciplined in any way by any licensing authority in Illinois or elsewhere? <i>If yes, attach a detailed explanation.</i>			
6. Have you ever been discharged other than honorably from the armed service or from a city, county, state or federal position? <i>If yes, attach a detailed explanation.</i>			

PART VII: Examination Coding Information (This part is for examination applicants only)

Refer to the REFERENCE SHEET enclosed with this application package and complete the following:

- a) CHART II - Select examination(s) you desire and enter Test Codes

<input type="text"/>				
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- b) CHART III - Select the examination site you desire and enter Test Center Code:

<input type="text"/>	<input type="text"/>	<input type="text"/>
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- c) CHART IV - Find your School of Graduation and enter school code:

<input type="text"/>

- d) Record the number of times you have taken this exam in Illinois or any other state:

<input type="text"/>	<input type="text"/>
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PART VIII: Child Support and Tax Information (Every applicant is required by law to respond to the following questions)

1. In accordance with 5 Illinois Compiled Statutes 100/10-65(c), applications for renewal of a license or a new license shall include the applicant's Social Security number, and the licensee shall certify, under penalty of perjury, that he or she is not more than 30 days delinquent in complying with a child support order. **Failure to certify shall result in disciplinary action, and making a false statement may subject the licensee to contempt of court.**

Are you more than 30 days delinquent in complying with a child support order?
(NOTE: If you are not subject to a child support order, answer "no."

Yes No

2. In accordance with 20 ILCS 2105-15(g), "The Department shall deny any license application or renewal authorized under any licensing Act administered by the Department to any person who has failed to file a return, or to pay the tax, penalty, or interest shown in a filed return, or to pay any final assessment of tax, penalty, or interest, as required by any tax Act administered by the Illinois Department of Revenue, until such time as the requirement of any such tax Act is satisfied."

Are you delinquent in the filing of state taxes?

Yes No

PART IX: Certifying Statement

Under penalties of perjury, I declare that I have examined the application and all supporting documents submitted by me in connection therewith, and to the best of my knowledge, they are true, correct, and complete.

Signature of Applicant

Date

I UNDERSTAND THAT FEES ARE NOT REFUNDABLE. My signature above authorizes the Department of Financial and Professional Regulation to reduce the amount of this check if the amount submitted is not correct. I understand this will be done only if the amount submitted is greater than the required fee hereunder, but in no event shall such reduction be made in an amount greater than \$50.

IMPORTANT NOTICE: Completion of this form is necessary for consideration for licensure under 225 of the Illinois Compiled Statutes. Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed.

CERTIFICATION BY LICENSING AGENCY / BOARD

SUPPORTING DOCUMENT

CT

FOR EXAM USE ONLY

APPLICANT: Complete the applicant section of this form then forward this form to the jurisdiction in which you are requesting certification by a licensing agency/board. Contact certifying jurisdiction for appropriate fee. You are authorized to photocopy this form as necessary.

1. NAME LAST	FIRST	MIDDLE	2. DATE OF BIRTH	3. SOCIAL SECURITY NUMBER
		____ / ____ / ____ Month Day Year		_____ - _____ - _____
4. ADDRESS STREET, CITY, STATE, ZIP CODE		5. REFER TO REFERENCE SHEET. Record profession name and three digit profession code for which you are making Illinois application.		
		Profession Name	Profession Code	
6. MAIDEN OR GIVEN SURNAME		7. APPLICANT TELEPHONE NUMBER (Daytime)		
		Area Code (_____) _____ - _____		
8a. RECORD PROFESSION NAME AS IT APPEARS ON YOUR LICENSE FROM THE JURISDICTION TO WHICH THIS FORM IS BEING FORWARDED. (If applicable)		8b. LICENSE NUMBER (If applicable)	8c. ISSUANCE DATE OF LICENSE (If applicable)	

I hereby authorize _____ to furnish to the Illinois Department of
Name of Licensing Agency or Board
Financial and Professional Regulation or its designated testing service, the information requested below.

Signature _____ Date _____

RETURN COMPLETED FORM TO APPLICANT

LICENSING AGENCY: The Illinois Department of Financial and Professional Regulation will accept other forms of certification provided all applicable information requested on this form is contained in the certification. Please record N/A in areas which are not applicable.

PART I - CERTIFICATION OF EXAMINATION STATUS

A. The applicant has written is scheduled to write the following examination:

Name of Examination _____ Date of Examination _____

B. The applicant has or will have written the above-named examination _____ number of times.

PART II - CERTIFICATION OF LICENSURE

A. NAME OF PROFESSION AS IT APPEARS ON LICENSE

B. LICENSE NUMBER

C. ISSUANCE DATE OF LICENSE

D. EXPIRATION DATE OF LICENSE

E. LICENSURE METHOD

Examination (Administered in Your State)

Reciprocity with (State) _____

National (Name) _____

Waiver/Grandfather _____

State Constructed _____

Credentials _____

Other (Name) _____

Other (Describe) _____

Endorsement of License (State) _____

Acceptance of Examination Results _____

(Administered in Another State) _____

F. CURRENT LICENSURE STATUS

Active

G. IF LICENSED BY EXAMINATION, RECORD SCORES

Inactive

Type of Examination

Score

Lapsed

Written

Other (Explain) _____

Practical

Other (Describe) _____

Received no Grade Below

Examination Period _____ days _____ hours

PART III - CERTIFICATION OF EXAMINATION SCORES

A1. National or other Profession Specific Examination
(Record all available information)

Date of Examination _____

Scaled Score _____

Raw Score _____

Standard Deviation _____

Corrected Score _____

National Mean _____

Percent Score _____

A2.

SUBJECT	DATE	SCORE	SUBJECT	DATE	SCORE

B. State Constructed Examination

SUBJECT	DATE	SCORE	SUBJECT	DATE	SCORE

PART IV - FORMAL ACTIONSA. Is there now or has there ever been any formal action commenced against the applicant? Yes NoB. Have there ever been any formal sanctions imposed against the applicant as a matter of public record including but not limited to fine, reprimand, probation, censure, revocation, suspension, surrender, restriction or limitation? **(If yes, attach a certified copy of disciplinary action.)** Yes No**PART V - RECIPROCAL REGISTRATION**This state does does not grant the same privilege of reciprocal registration to Illinois registrants.

I certify that the information contained herein is true and correct according to the official records of the State.

SEAL

Print Name _____

Signature _____

Title _____

Agency/Board Street Address _____

Date _____

Area Code () _____

City, State, ZIP Code _____

Telephone Number _____

ATTENTION APPLICANT--RETURN EXAM CT TO: **Continental Testing Services, Inc.**
P.O. Box 100
LaGrange, Illinois 60525-0100

IMPORTANT NOTICE: Completion of this form is necessary for consideration for licensure under 225 ILCS 430/1 et. seq. (Illinois Compiled Statutes). Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed.

CERTIFICATION OF EDUCATION

SUPPORTING DOCUMENT

ED-DOD

APPLICANT: Complete the applicant section of this form, then forward it to the school for completion of the remainder of the form.

1. NAME LAST FIRST MIDDLE	2. DATE OF BIRTH ____ / ____ / ____ Month Day Year	3. SOCIAL SECURITY NUMBER ____ - ____ - ____
4. ADDRESS STREET, CITY, STATE, ZIP CODE	5. REFER TO REFERENCE SHEET. Record profession name and three digit profession code for which you are making Illinois application.	
6. MAIDEN OR GIVEN SURNAME	Profession Name	Profession Code
7. NAME OF INSTITUTION ATTENDED	8. DATE OF GRADUATION / COMPLETION ____ / ____ / ____ Month Day Year	

I hereby authorize a school official of the institution named above to furnish to the Illinois Department of Financial and Professional Regulation or its designated testing service the information requested below

Date

Signature of Applicant

SCHOOL OFFICIAL: Complete the bottom portion of this page and the reverse side, then RETURN TO THE APPLICANT IN A SEALED ENVELOPE.

A. NAME OF INSTITUTION	B. ADDRESS OF INSTITUTION - STREET, CITY, STATE, ZIP CODE
C. DEPARTMENT OF INSTITUTION	D. SPECIFIC PROGRAM OR CURRICULUM CONCENTRATION OF APPLICANT
E. MAJOR AREA OF STUDY OF THE APPLICANT	F. APPLICANT WAS (CHECK ONE): <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Co-op
G. CREDIT HOURS EARNED (CHECK ONE AND COMPLETE) <input type="checkbox"/> _____ Semester Hours <input type="checkbox"/> _____ Course Hours <input type="checkbox"/> _____ Quarter Hours	H. DATES OF ATTENDANCE From ____ / ____ / ____ Month Day Year To ____ / ____ / ____ Month Day Year
I. Total academic years attended ____ / ____ / ____ OR Total calendar years attended ____ / ____ / ____ Month Day Year	J. TYPE OF DEGREE OR CERTIFICATE AWARDED (e.g., B.A., M.A., Ph.D.)
K. DATE THAT DEGREE OR CERTIFICATE REQUIREMENTS WERE MET ____ / ____ / ____ Month Day Year	L. DATE THAT DEGREE OR CERTIFICATE WAS CONFERRED ____ / ____ / ____ Month Day Year
M. CHECK THE APPROPRIATE STATEMENT(S) AND COMPLETE	
<input type="checkbox"/> Applicant has graduated on ____ / ____ / ____ Month Day Year <input type="checkbox"/> Applicant has completed program on ____ / ____ / ____ Month Day Year	
<input type="checkbox"/> Applicant will graduate on ____ / ____ / ____ Month Day Year <input type="checkbox"/> Applicant will complete program on ____ / ____ / ____ Month Day Year	
N. IF EDUCATION PROGRAM WAS COMPLETED IN LESS THAN THE NORMALLY REQUIRED TIME, PLEASE EXPLAIN:	

NAME (Last, First, MI):

SS#:

Profession:

COMPLETE THE FOLLOWING		INSTRUCTORS	NUMBER OF HOURS	
SUBJECTS			REQUIRED	COMPLETED
1. Fact Taking - Case History Studies			5	
2. General Theory			10	
3. Instrumentation			10	
4. Physical Settings for Examinations			5	
5. Question Formulation			25	
6. Pre-test Interviews			25	
7. Behavior Symptom Analysis			15	
8. Simulation and Calming Techniques			10	
9. Types of Test and Test Procedures			25	
10. Chart Interpretation			25	
11. Completion and Analysis of Required Reports			10	
12. History of Polygraph			10	
13. Ethics			5	
14. Interrogation			25	
15. Practical Experience			30 Exams	
16. Physiological Aspects			25	
17. Psychological Aspects			15	
18. Legal Aspects			15	
		TOTAL		

Under penalties of perjury, I declare that the information I have recorded herein is true and correct according to the official records of this institution.

Print Name of School Official

Signature of School Official

Title

Date

SCHOOL SEAL OR NOTARY SEAL

NOTE: If the institution does not have a school seal, this form must be notarized.

Subscribed and sworn before me this _____ day of _____, _____.

Date of Expiration

Signature of Notary Public

RETURN THIS FORM TO APPLICANT

<p>IMPORTANT NOTICE: Completion of this form is necessary for consideration for licensure under 225 ILCS 430/1 et. seq. (Illinois Compiled Statutes). Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed.</p>	<p>VERIFICATION OF EMPLOYMENT/EXPERIENCE</p>	<p>SUPPORTING DOCUMENT CS - DOD</p>
<p>APPLICANT: Complete this form and return it with your Application for Licensure/Examination.</p>		
<p>1. NAME LAST FIRST MIDDLE</p>	<p>2. DATE OF BIRTH ____ / ____ / ____ Month Day Year</p>	<p>3. SOCIAL SECURITY NUMBER ____ - ____ - ____ - ____</p>
<p>4. ADDRESS STREET, CITY, STATE, ZIP CODE</p>	<p>5. REFER TO REFERENCE SHEET. Record profession name and three digit profession code for which you are making Illinois application.</p>	
<p>6. MAIDEN OR GIVEN SURNAME</p>	<p>Profession Name</p>	<p>Profession Code</p>
<p>CONSENT FOR SERVICE OF PROCESS</p> <p>(To be signed only by non-residents)</p> <p>I hereby consent to the provisions of Section 10 of "An Act to provide for licensing and regulating detection of deception examiners," approved August 23, 1963, as amended, and agree that suits and actions may be commenced against me in the proper court of any county in Illinois in which the plaintiff may reside, by the service of such legal process upon the Director of the Division of Professional Regulation of the Illinois Department of Financial and Professional Regulation, and that such services shall be taken and held in all courts to be as valid and binding as if due service has been had upon me.</p>		
<hr/> <p style="margin: 0;">Signature</p> <hr/> <p style="margin: 0;">Date</p>		